

CITY OF PONCA CITY
City Administration

UPCOMING MEETINGS

MONDAY, JULY 24

Board of Commissioners/PCUA Regular Meeting

City Hall, Commission Chamber, 516 E. Grand Avenue, 5:30 p.m.

THURSDAY, JULY 27

Historic Preservation Advisory Panel

City Hall, Barnes room, 516 E. Grand Avenue, 4:00 p.m.

POLICE NEWS

Police Department

RIBBON CUTTING AND OPEN HOUSE FOR THE NEW PONCA CITY POLICE STATION

The City of Ponca City and the Ponca City Police Department will have a Ribbon Cutting and Open House for the new Ponca City Police Station, on Monday, July 31, 2023, from 2:00 p.m. to 5:00 p.m. The Ribbon Cutting will be at 2:00 p.m. followed by the Open House. The new Police Station, located at 300 E. Oklahoma Avenue, will be open for the public to enjoy come-and-go tours of the facility during the Open House.

Contact: Don Bohon, Police Chief, 580-767-0370

EMERGENCY MANAGEMENT NEWS

Ponca City Emergency Management

PONCA CITY NOTIFICATION SYSTEM NOW AVAILABLE FOR RESIDENTS

Ponca City residents with a cell phone, landline phone, or email address can now enroll in the *Ponca City Notification System*. The *Ponca City Notification System* provides notifications at no cost to those that complete the simple online registration. Once registration is complete, users will immediately be able to receive notifications. There is no waiting period. Notifications are available as text messages, phone calls or emails. Residents may select one or all methods. Those suffering with hearing loss may choose to receive “text” notifications, while those with vision challenges may choose “voice” notifications. Weather notifications are sent directly from the National Oceanic and Atmospheric Administration and the National Weather Service. Notifications from the City of Ponca City regarding power outages, water outages, road closures, and other alerts will soon be provided. For more information and a list of frequently asked questions, please go to: www.poncacityok.gov/pcnotification-registration or email em@poncacityok.gov

PUBLIC WORKS NEWS

Lew Wentz Golf Course

MONDAY, JULY 24

Senior Day: Those 60+ get an 18-hole cart for the 9-hole rate.

TUESDAY, JULY 25

Ladies Day: Ladies get an 18-hole cart for the 9-hole rate.

WEDNESDAY, JULY 26

Drink Specials: All drink prices reduced, all day.

Contact: Rod Alexander, Golf Pro, 580-767-0433

LIBRARY NEWS

Ponca City Library

TUESDAY, JULY 25

Bug Type Pokemon Morphs, 10:00 a.m. & 2:00 p.m.

WEDNESDAY, JULY 26

Storytime, Ages 0-4: 10:30 a.m.

Storytime, Ages 3-8: 4:00 p.m.

THURSDAY, JULY 27

OSU Extension Insect Adventure, 1:00 p.m.

Un-bee-lieveable Buggy Crafts, 3:00 p.m.

FRIDAY, JULY 28

Friday Fun Movies, 1:00 p.m: *Bug's Life*, 3:00 p.m: *Antz*

SATURDAY, JULY 29

Butterfly Paper Crafts, 10:00 a.m.

Contact: Holly LaBossiere, Library Director, 580-767-0345

PARKS AND RECREATION NEWS
Ponca City Senior Center

MONDAY, JULY 24

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Bunco, 12:30 p.m.

Afternoon Games, 12:30 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Italian Subs

TUESDAY, JULY 25

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Ukulele, 10:00 a.m.

Afternoon Games, 12:30 p.m.

Line Dance, 2:00 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Chicken & Noodles

WEDNESDAY, JULY 26

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Pitch and Bridge, 12:30 p.m.

Afternoon Games, 12:30 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Ramen Salad

THURSDAY, JULY 27

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Row at a Time, 10:00 a.m.

Afternoon Games, 12:30 p.m.

Line Dance, 2:00 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Tater Tot Casserole

FRIDAY, JULY 28

Exercise, 8:00 a.m.

Dominoes, 8:00 a.m.

Lunch-n-Learn, Nutrition, 11:00 a.m.

Movie, 12:30 p.m.

Afternoon Games, 12:30 p.m.

****Senior Diner***, 11:30 a.m., \$4.00, Pork Chops

*Registration for Senior Diner meals will be accepted until 8:00 a.m. on the day of meal.

Contact: Natalie Elwood, Senior Center Program Specialist, 580-763-8051

PARKS AND RECREATION NEWS

Parks and Recreation and RecPlex

AMBUC AND WENTZ POOLS

Both pools are open daily 1:00 p.m. to 7:00 p.m. with AMBUC Pool closed on Wednesdays and Wentz Pool closed on Mondays for maintenance.

Admission to either pool is \$1.00 for youth 12 and under and \$2.00 for individuals 13 and older. Children 12 and under must have a person 16 or older accompany them. RecPlex members get free entrance to both pools with their scan cards.

KAYAK RENTAL KIOSK AT LAKE PONCA

A self-serve kayak rental kiosk is available at Lake Ponca, located south of the swim beach on Checkstand Road.

Rent.fun, the vendor responsible for the installation, service, and maintenance of the kiosk, kayaks, and associated equipment, makes renting available via their smartphone application, seven days a week, from dawn to dusk, during the rental season. Renters can select from one of four kayaks, by scanning an individual compartment of the kiosk and completing the steps on the smartphone application. Each rental includes a paddle and required personal flotation device. Once renters have finished their time on the water, they simply return equipment and finalize their rental at the kiosk.

For further information regarding the new self-serve kayak kiosks or to get information about Parks and Recreation's beautiful guided kayak tours or special event/group kayak rentals, please contact the Ponca City RecPlex at 580-767-0430.

TAEKWONDO CLASS

- Master Primo Venegas, an instructor with over 30 years of teaching experience, will have an 8-class session of Taekwondo.
- Classes are every Tuesday and Thursday from 6:30 to 7:30 p.m., July 10 thru August 3
- For ages 7 and older. The cost is \$75.00 per session.
- Register online thru August 3 at: www.poncacityok.gov/parksandrec-registration

KIDS NIGHT OUT

- Sign your kids up for this awesome 5-hour fun-filled event! The RecPlex will provide dinner, multiple crafts for your child and lots of fun in the facility. The kids have a "popcorn bar" full of treats to snack on while they watch a fun movie.
- Saturday, August 12, from 5:00 to 10:00 p.m.
- For ages 2-12 years old. The cost is \$35.00 and Siblings are \$10.00.
- Register online thru August 11 at: www.poncacityok.gov/parksandrec-registration

WARS OF WENTZ

- Come test your splat-r-ball gun skills at Wentz Camp with the game *Capture the Flag*!
- The competition is Saturday, August 26, 6:00-8:00 p.m., at Wentz Camp.
- For ages 10 and older. The fee is \$10.00.
- Register online by August 26 at: www.poncacityok.gov/parksandrec-registration

HUMAN RESOURCES NEWS

Human Resources

OPEN POSITIONS

EMT/FIREFIGHTER

Salary: \$41,971.24 Annually plus EMT educational pay Open until filled 2016-001

GENERAL JOB DESCRIPTION:

Will perform individually and/or as a member of a firefighting or ambulance team and will participate in fire suppression and EMS activities including firefighting, rescue, first aid, ventilation, forcible entry, salvage, overhaul, inspection practices, auto extraction, patient care and triage. The position of firefighter has a starting annual base wage of \$41,971.24 plus incentive pay based on EMT licensure level:

- EMT - Basic \$ 50.00 biweekly (\$1,300.00 annually)
- EMT - Intermediate \$ 75.00 biweekly (\$1,950.00 annually)
- EMT - Paramedic \$250.00 biweekly (\$6,500.00 annually)

Until further notice, all testing will be limited to currently licensed EMT's and scheduled on an individual basis. Contact Deputy Chief Gary Wilson for schedule times at (580) 767-0368.

PATROL OFFICER

Salary: \$22.33 HR NON-CLEET certified (\$46,446.40 Annually)
\$23.22 HR CLEET certified (\$48,297.60 Annually) Open until filled 2016-051

The City of Ponca City offers a financial bonus program for newly hired Police Officers who are certified in Oklahoma or a state with reciprocity and who are exempt from attending the full CLEET Academy. The bonus has two levels (\$3,000 and \$5,000), based on years of experience in a full time, certified, law enforcement position prior to employment with the City of Ponca City, and is paid in three parts. Please call Chief Don Bohon at (580) 767-0375 for details.

GENERAL JOB DESCRIPTION:

- Operate a motor vehicle for extended periods of time in all environmental conditions and on occasion operate the vehicle at high speeds and in congested traffic situations.
- Patrol assigned area of City and enforces state and federal laws and City ordinances.
- Patrols and examines building and residences to detect suspicious conditions and handles situations accordingly.
- Direct traffic in congested and emergency areas; report safety hazards; respond to scene of accident, administer first aid, and investigate cause and file accident reports; issue citations to violators of traffic laws.
- Visit the scene of crimes and accidents; search for and preserve evidence; investigate and interview victims; witnesses and potential suspects; apprehend those suspected of crimes; participate in line-ups; make oral and written reports; provide testimony in court.
- Speak before citizen's groups and participate in various training sessions.
- In addition to the starting wage, the officer may receive additional educational incentive pay per pay period:
 - Associate's Degree or 1000 hours of training: \$35.00 (\$ 910.00 annually)
 - Bachelor's Degree or 1500 hours of training: \$60.00 (\$1,560.00 annually)
 - Master's Degree or 2000 hours of training: \$75.00 (\$1,950.00 annually)

Certified Officers with at least 4 years of recent service in a Patrol position may have the opportunity to test for Corporal (\$27.17 per hour/\$56,513.60 annually) after completion of initial field training.

ASSISTANT CITY ENGINEER

Salary: \$70,000-\$85,000 ANNUALLY DOQ Open until filled 2023-04

GENERAL JOB DESCRIPTION:

To assist in the oversight of the activities and operations of the Engineering Division of the Department of Development Services; to analyze, design, prepare contract documents and perform construction oversight for various projects in the complex and difficult work of engineering practice; to provide responsible and complex administrative support to and under the direction of the City Engineer. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform difficult and responsible types of duties assigned to classes within this series including providing complex technical and administrative assistance to the City Engineer and supervising the work of consulting engineers and construction contractors.

BUILDING MAINTENANCE – PUBLIC SAFETY CENTER & MUNICIPAL JAIL

Salary: \$15.00 HR Open until filled 2023-34

GENERAL JOB DESCRIPTION:

To perform a variety of maintenance and custodial tasks relative to assigned areas.

CART BARN ATTENDANT – LEW WENTZ GOLF COURSE – PART-TIME

Salary: \$10.00 HR Open until filled 2023-14

GENERAL JOB DESCRIPTION:

This position waits on the public for all golfing needs, maintains the pro shop, front entrance, golf carts, and the cart barn area at Lew Wentz Golf Course.

COMMUNICATIONS OFFICER – POLICE DEPARTMENT

Salary: \$17.53 HR Open until filled 2023-20

GENERAL JOB DESCRIPTION:

To perform emergency dispatch for fire, police and ambulance personnel; to operate the communications center which serves the Ponca City and surrounding areas; and to gather, receive, record and disseminate information.

CONCESSION/CASHIER PERSONNEL LEW WENTZ GOLF COURSE – PART-TIME

Salary: \$10.00 HR Open until filled 2023-15

GENERAL JOB DESCRIPTION:

To wait on the public for food and drink and maintain the concession area at Wentz Golf Course.

DEPUTY COURT CLERK

Salary: \$16.96 HR Open until filled 2023-39

GENERAL JOB DESCRIPTION:

The Deputy Court Clerk work under the supervision of the Court Clerk to perform various clerical activities that relates to the preparation and processing of cases in the City's system. Other duties including operating two-line telephone, provide administrative and clerical support, input citations correctly and efficiently; and to perform a variety of technical tasks relative to assigned areas of responsibility.

FITNESS INSTRUCTOR – RECPLEX – PART-TIME

Salary: \$8.00-\$15.00 HR Open until filled 2019-31

GENERAL JOB DESCRIPTION:

This person will plan, execute and instruct fitness programs.

FRONT DESK ATTENDANT – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-28

GENERAL JOB DESCRIPTION:

This individual will be responsible for performing manual and recreational work involving building operation, janitorial and maintenance duties. Position will be part-time 30 hours or less a week

KIDZONE/ROCKWALL/TRAMPOLINE WORKER – RECPLEX – PART-TIME

Salary: \$10.00 HR Open until filled 2023-27

GENERAL JOB DESCRIPTION:

To insure excellent care and service to the children at the Rockwall, Trampoline, and the nursery at Kidzone by providing a safe and fun filled experience

LABORER – GOLF COURSE – PART-TIME/SEASONAL

Salary: \$10.00 HR Open until filled 2023-21

GENERAL JOB DESCRIPTION:

Learn and implement quality maintenance techniques to ensure fine turf; includes mowing, trimming, digging, landscaping and other related duties.

LIBRARY CLERK – PART-TIME

Salary: \$10.00 HR Open until filled 2022-43

GENERAL JOB DESCRIPTION:

This clerical position works directly with the public at one of five service desks. The Library Clerk works flexible hours, including days, evenings and weekend hours. The ability to be trained in the use of computers, printers, phones and databases is required. This position is cross trained at desks throughout the Library, but will primarily be providing children's services under the direction of the Youth Services Librarian.

LIFEGUARD – WENTZ & AMBUC POOLS

Salary: \$11.00 HR Open until filled 2023-11

GENERAL JOB DESCRIPTION:

Help prevent accidents and enforce all pool rules and regulations, in and out of the water. Must have a current (A) Lifeguard Training Certificate, (B) First Aid and (C) Adult/Infant CPR.

MAINTENANCE WORKER I – STREET

Salary: \$15.76 HR Open until filled 2023-08

GENERAL JOB DESCRIPTION:

This position will perform semi-skilled work in the construction, maintenance and related service activities in relation to the City streets.

MAINTENANCE WORKER I – WATER DISTRIBUTION/WASTEWATER COLLECTION

Salary: \$18.39 HR Open until filled 2023-37

GENERAL JOB DESCRIPTION:

This position performs semi-skilled and skilled work in the construction, maintenance and related service activities related to the Water Distribution and Wastewater Collection Systems.

MAINTENANCE WORKER II – WATER DISTRIBUTION/WASTEWATER COLLECTION

Salary: \$22.08 HR Open until filled 2023-35

GENERAL JOB DESCRIPTION:

This position performs semi-skilled and skilled work in the construction, maintenance and related service activities related to the Water Distribution and Wastewater Collection Systems.

OFFICE SPECIALIST – LANDFILL

Salary: \$17.75 HR Open until filled 2023-32

GENERAL JOB DESCRIPTION:

This position performs a wide variety of clerical duties and inputs correspondence and data into a computer terminal. The Office Specialist assists and informs the public, in person or on the telephone, on departmental policies and procedures, assists with basic sorting, filing, copying or clerical accounting services, encumbers City money.

PROPERTY INSPECTOR – DEVELOPMENT SERVICES

Salary: \$20.30 HR Open until filled 2023-31

GENERAL JOB DESCRIPTION:

Conducts field inspections of structures and properties within the City to ensure compliance with applicable building and property maintenance codes. These codes include ICC building codes, nuisances, zoning and property maintenance codes. Examples of nuisances are high grass and weeds, trash and junk accumulation, inoperable or abandoned vehicles, dilapidated structures and any unsanitary conditions.

PRO SHOP ATTENDANT – LEW WENTZ GOLF COURSE – SEASONAL

Salary: \$10.00 HR Open until filled 2023-13

GENERAL JOB DESCRIPTION:

To wait on the public for all golfing needs and maintain the pro shop area at Lew Wentz Golf Course.

SERVICE TECHNICIAN – CITY GARAGE

Salary: \$14.00-\$16.00 HR Open until filled 2023-40

GENERAL JOB DESCRIPTION:

To perform Service and preventive maintenance (p/m) on all systems of internal combustion equipment, including gas/diesel engines; to perform inspection on vehicles during the service and p/m procedure for loose, worn, or broken parts and report findings to Motor Pool Superintendent.

SOLID WASTE COLLECTOR

Salary: \$20.08 HR Open until filled 2023-36

GENERAL JOB DESCRIPTION:

This position will manually load refuse on solid waste trucks; will ensure refuse is properly picked up on the assigned commercial or residential routes, will perform minor maintenance and cleaning activities on solid waste heavy equipment and will perform building and custodial maintenance as required.

WATER TREATMENT PLANT OPERATOR

Salary: \$21.15-\$23.37 HR

Open until filled

2023-38

GENERAL JOB DESCRIPTION:

Operates and maintains the City's water treatment plant and production equipment.

Contact: Frank Wilson, Human Resources Director, 580-767-0323

HEALTHY RESOURCES

As an advocate of Certified Healthy Oklahoma, the City of Ponca City participates in the Kay County Healthy Living Coalition.

Alcoholics Anonymous	alcoholicsanonymous.com	580-765-8462
Alzheimers Association Helpline		800-272-3900
Butterfly Wings Pregnancy or Child Loss		580-762-9102
Center for Poison and Drug Information		800-222-1222
Cimarron Transit		580-718-0444
Club Monarch for Children Dealing with Loss		580-762-9102
Compassionate Listening		405-286-4057
Crisis Text Line (Counseling)		741741
Dearing House (Child Victims of Sexual Assault)		580-762-5266
Edwin Fair Community Mental Health Center		800-256-2476
Family Wise-Free Prescription Discount Card		580-765-2476
Friendship Bikes		580-762-4990
Friendship Feast (Meals)	210 N. 5 th Street	580-762-1667
Grand Lake Mental Health - Kay County Clinic		580-749-5056
Grandparents Raising Grandkids		580-762-9412
Heartline Information and Referral for Oklahoma		211
Kay County Health Department	433 Fairview Avenue	580-762-1641
Kay County Healthy Living Coalition/TSET Healthy Living Program		580-765-2476
Lew Wentz Golf Course	2928 LA Cann Drive	580-767-0433
Living Hope Pregnancy Center		580-765-9689
Meals on Wheels		580-767-9010
Mental Health Lifeline (replaces National Suicide Prevention Lifeline)		988
Missing and Exploited Children.....		800-843-5678
Missing and Murdered Indigenous People of Northern Oklahoma		580-304-2180
National Alliance on Mental Illness		800-950-6264
New Emergency Resource Agency	112 S. 1 st Street	580-765-5372
Noon Lions Vision Support Group		580-304-5689
Northern Oklahoma Youth Services		580-762-8341
Oklahoma Department of Human Services	801 W. Grand Avenue	580-763-6700
Oklahoma Domestic Abuse and Sexual Assault Safeline		800-522-SAFE
Oklahoma Problem Gambling Hotline		800-522-4700
Oklahoma Tobacco Hotline		800-784-8669
Oklahoma Youth Crisis and Runaway Hotline		800-448-4663
Osage Nation WIC		580-762-2845
Otoe Missouri WIC		877-692-6863
Pharmaceutical Take-Back	200 E. Oklahoma Avenue	580-767-0370
Ponca City RecPlex	1604 W. Grand Avenue	580-767-0430
Ponca City Senior Center	319 W. Grand Avenue	580-763-8051
Rx for Oklahoma-Prescription Assistance Program		580-765-9022 or 877-RX4-OKLA
Substance Abuse and Mental Health Services Administration		800-662-4357
The Mission (Meals)	909 E. South Avenue	580-765-1426
United Community Action Program	501 6 th Street, Pawnee	918-762-3041
United Way of Ponca City	205 N. 2 nd Street	580-765-2476
Veteran's Landing	111 N. 4 th Street	580-362-6375
Veterans Benefits		877-222-8387